

**Minutes of Meeting
REAL ESTATE BOARD
INFORMAL FACT-FINDING CONFERENCES
July 23, 2007 (10:30 a.m.)**

The Real Estate Board convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Marjorie Clark, Board member, presided No other Board members were present.

Doug Schroder appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case
Lic = Licensing Application
RF = Recovery Fund Claim

C = Complainant/Claimant
A = Applicant
R = Respondent/Regulant
W = Witness
Atty = Attorney
Inv = Investigator

10:30 a.m. Docket

1. Alexander Otis Matthews
File Number 2006-02454 (Disc)
(NO DECISION MADE)
2. Alexander Otis Matthews
File Number 2006-02779 (Disc)
(NO DECISION MADE)
3. Alexander Otis Matthews
File Number 2007-01942 (Disc)
(NO DECISION MADE)

Participants


Matthews – R
Alan Toppelberg – R's Atty

Matthews – R
Alan Toppelberg – R's Atty


Matthews – R
Alan Toppelberg – R's Atty

The meeting adjourned at 3:45 p.m.

REAL ESTATE BOARD



Schaefer Oglesby, Chairman



Jay W. DeBoer, Secretary

COPY TESTE.

Custodian of Records

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

- 1 Name: Marjorie Clark
2. Title: Presiding Board Member
3. Agency: Real Estate Board
4. Transaction. Informal Fact-Finding Conferences on July 23, 2007
- 5 Nature of Personal Interest Affected by Transaction: none

6. I declare that

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction.

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Marjorie M. Clark
Signature

July 23, 2007
Date